

Department of Rehabilitation Services  
**JOB OPPORTUNITY**  
**Information Technology Supervisor**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Applications will be accepted only from candidates who have taken and passed the current Information Technology Supervisor examination and from state employees who have attained permanent status in this job class and are eligible for appointment to this position

**Location:** 25 Sigourney Street, Hartford, CT.

**Job Posting No:** 105403

**Hours:** 8:00AM to 4:00PM (35hrs per week)

**Salary:** \$77,916.00 - \$99,697.00  
\$80,254.00 - \$102,689.00, Effective 8/26/2013

**Closing Date:** July 11, 2013 – July 31, 2013

**We are looking for an individual to manage the DORS statewide IT services for employees and consumers; Candidates would need to possess experience in data communications, telephony operations, application development, computer operations and systems maintenance. Additionally, LAN, PC, and Help Desk experience is necessary. Candidate would need to possess the skills necessary to deal with others, multi-task and have an overall understanding of all IT services while serving multiple locations. This individual will be responsible for coordinating and implementing the relocation of the staff. May be required to travel statewide.**

**EXAMPLES OF DUTIES:**

Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; maintains software licensures and other related requirements; establishes and coordinates disaster recovery plan; establishes system security procedures and practices; performs facility and capacity planning and configuration management; supervises system performance analysis, tuning or storage management; develops host and network security policies; evaluates and recommends new strategies, technologies and technological directions to management; makes recommendations and maintains contracts for hardware and/or software purchases; makes recommendations for migration and system upgrade directions; oversees analysis of upgrades for complex applications to determine functionality and necessary software customization; provides technical specifications as input into Requests for Proposal (RFP) process; participates on evaluation teams that review RFP responses; oversees testing to ensure applications meet specification requirements; develops and implements database system strategies; provides resource planning; develops utilization metrics; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of principles and techniques of systems analysis, design, development, and computer programming; considerable knowledge of principles of information systems; considerable knowledge of principles and theories of business and planning functions; considerable knowledge of programming languages; considerable knowledge of project management principles and techniques; considerable knowledge of principles, problems and techniques of data processing and data communication operations; considerable knowledge of data processing and data communications equipment and diagnostic tools; considerable knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; considerable knowledge of principles of complex computer operating systems; considerable knowledge of principles and techniques of business information systems re-engineering; considerable knowledge of principles and techniques of programming; considerable knowledge of network protocols and architecture; considerable knowledge of practices and issues of system security and disaster recovery;

considerable knowledge of application's system development principles and techniques; considerable knowledge of principles and practices of data base management; considerable interpersonal skills; considerable problem solving skills; considerable oral and written communications skills; considerable technical problem solving skills; considerable analytical skills; considerable ability to prepare correspondence, manuals, reports and documentation; considerable ability to analyze and resolve operational and communications problems; considerable ability to analyze and debug complex software programs; considerable ability to identify, analyze and resolve complex business and technical problems; supervisory ability.

#### **EXPERIENCE AND TRAINING:**

##### **General Experience:**

Nine (9) years of experience in information technology (IT) operations, programming, systems/software development or IT related support area.

##### **Special Experience:**

One (1) year of the General Experience must have been performing advanced technical level duties or as a working supervisor in one of the following areas:

1. Designing, configuring and implementing complex networks.
2. Configuring, installing and upgrading host based applications packages and host and/or operating system software.
3. System software/application development.

**Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.**

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). Current state employees should include their two (2) most recent service ratings. Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. No fax copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:**

**Sabrina Betts, Human Resources Specialist  
Department of Rehabilitation Services  
25 Sigourney Street – 6<sup>th</sup> Floor  
Hartford, CT 06106**

**APPLICATIONS MUST BE RECEIVED AND POSTMARKED BY  
Thursday, July 31, 2013 CLOSE OF BUSINESS**

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at:  
[www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).

**The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities**

